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CONFIDENTIAL (When Filled In)

Chief, Management Staff

1 June 1959

Chief, Records Management Staff

Weekly Report for Week Ending 27 May 1959

1. Contributions

a. Tangible

(1) Seven hundred and eighty cubic feet of inactive records were received by the Records Center from five offices.

(2) Fifty-six cubic feet of records were destroyed leaving a balance of 725 cubic feet awaiting destruction.

(3) Completed three new and five revised forms. Made one form obsolete.

b. Intangible

(1) Prepared an article for the Support Bulletin on Correspondence Management.

(2) Arranged with the Supply Division for stocking of heavy duty folders in the SAG Building Supply Office.

(3) In Cooperation with the Comptroller's Office, developed a revised "Personnel Transfer and Clearance Sheet" for overseas use. The revised from will eliminate certain information no longer needed and provide a more efficient arrangement of information, thereby expediting processing time.

2. Assignments - Active

a. Forms

(1) Nine new and 24 revised forms in process.

(2) Teletype Dissemination Information Reports and Systems.

(3) Revision of Dispatch Forms.

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(4) Improved Management of Stocked Forms. Made arrangements with Stock Management Branch to revise procedure providing for purging of obsolete forms and eliminating delay in getting new and revised forms into the system.

(5) Uniform Information Report.

(6) Evaluation of Information Reports.

(7) New Building Project.

(8) Agency Chain Envelope.

(9) Expediting Printing of Information Reports.

b. Shelf Filing

(1) Office of Personnel.

(2) [redacted] Contact Division.

(3) Office of Security.

(4) OCR. Awaiting for approval of secured area from Office of Security.

(5) OTR. Awaiting approval of Office of Security for two secured areas.

c. Filing System

(1) FBIB. Awaiting delivery of equipment.

(2) OSI. System revised and brought up to date. Two new indexes prepared.

d. Audit and Revision of Records Control Schedules

(1) OO/FMD. Proposed schedule approved. Instructions for putting new revised schedule in operations being prepared.

(2) OCR. Resolved some questions on application of schedule.

(3) Executive Registry. Schedule in process of revision.

e. Special Projects

(1) Revision and Reorder of Overnight Storage Boxes. A local manufacturer has agreed to developing a redesigned model.

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(2) ID/P Support Records. Survey completed in MM Division. Recommendations for filing system and a program for disposing of support records will now be prepared.

(3) Predecessor Agency Records. Inventory of OSS Headquarters records completed. Field Stations records will now be inventoried.

(4) Revision of Training Material to be used by ORR. A demonstrator file consisting of new folders, guides and kits of training material prepared.

f. Vital Records

(1) Arrangements made throughout the Agency Emergency Planning Office to visit the relocation site operated by OCDM.

3. Area

a. The National Archives has inquired about our interest in certain War Production Board Records which are scheduled for destruction.

b. CSI has requested our assistance in planning for the storage of two sets of MMB material in the New Building.

25X1 c. [redacted] visited the Records Center to review certain personnel records which have historical
25X1 significance. [redacted] of the Historical Staff later used some of these records.

[redacted] 25X1

Distribution:
Orig - addressee
25X1 1 - [redacted]
1 - [redacted]
1 - [redacted]
1 - [redacted]
1 - [redacted]
1 - RMS (RECORDS -1 JUNE_DEC 1959)

25X1 [redacted] 6/1/59

25X1 Mgt/S/RMS/[redacted] fjm (1 June 1959)

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